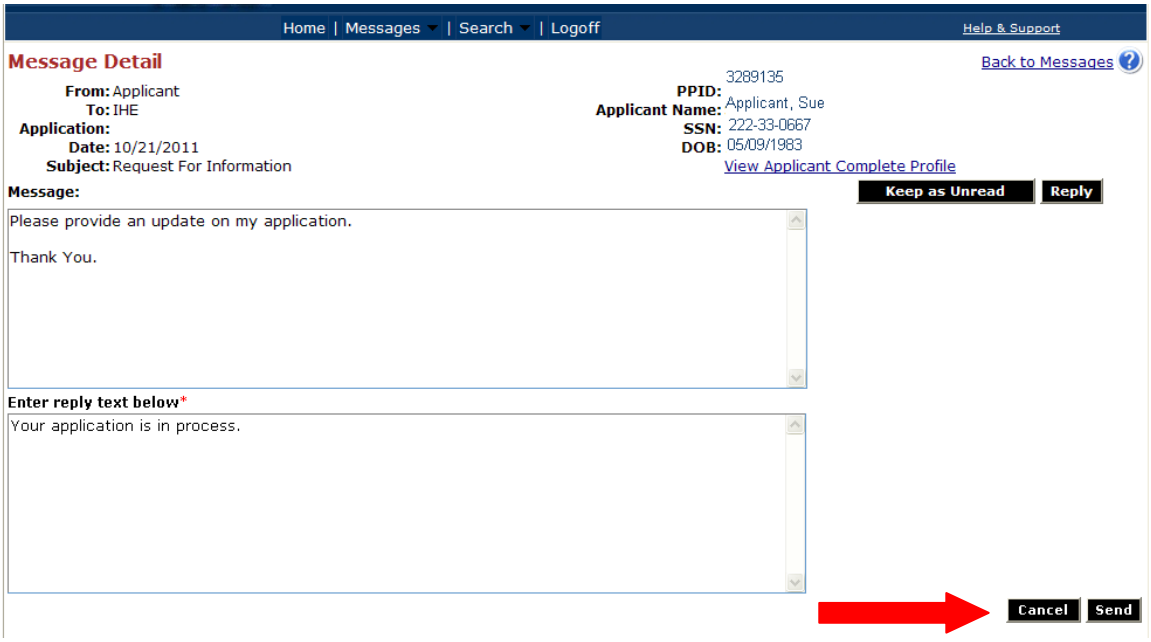
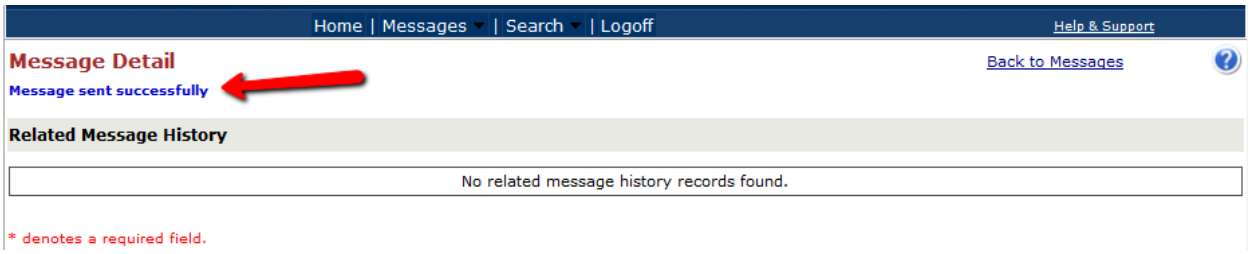
When you are satisfied with your message and are ready to send, click “Send”. Alternatively, you may cancel the message should you decide not to send it.

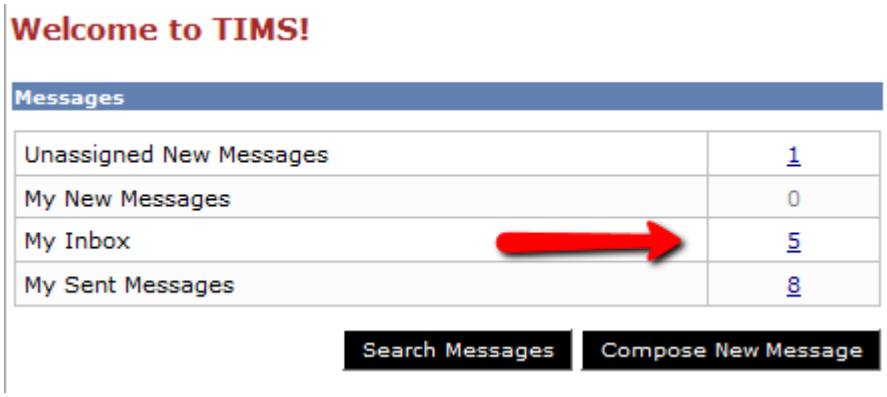


You will see a message at the top of the screen indicating that your message was sent successfully.

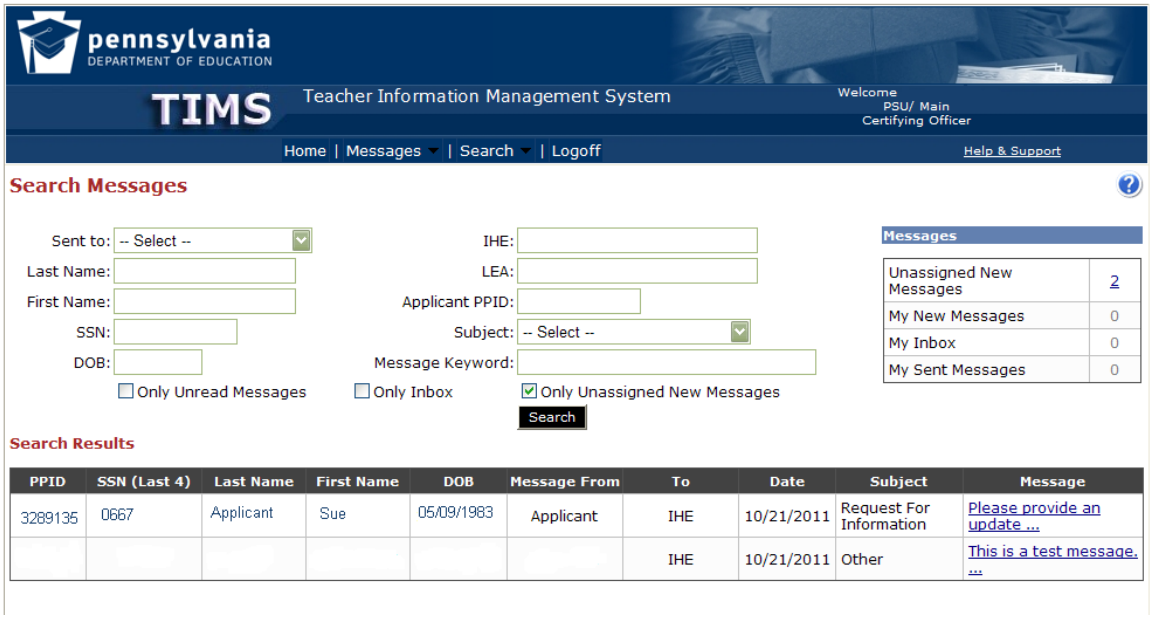


2.3 Working With The Inbox

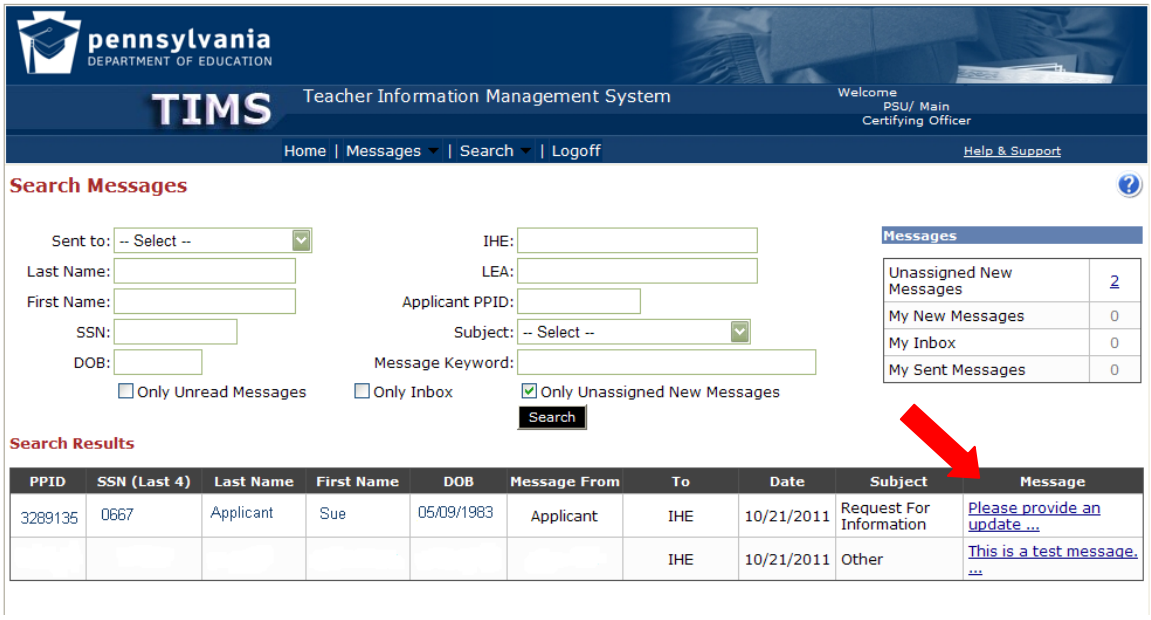
To review messages in your Inbox, click on the underscored number located next to “My Inbox”.



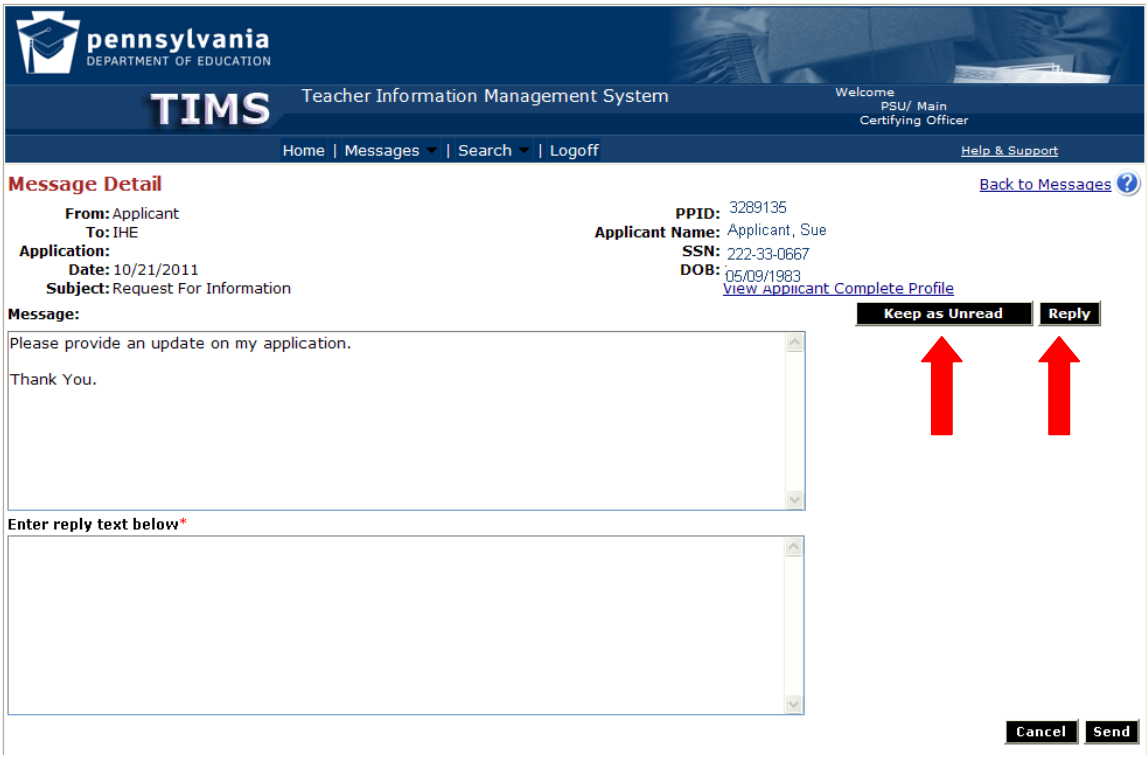
You will then be directed to a screen that shows the messages in your “Inbox”.



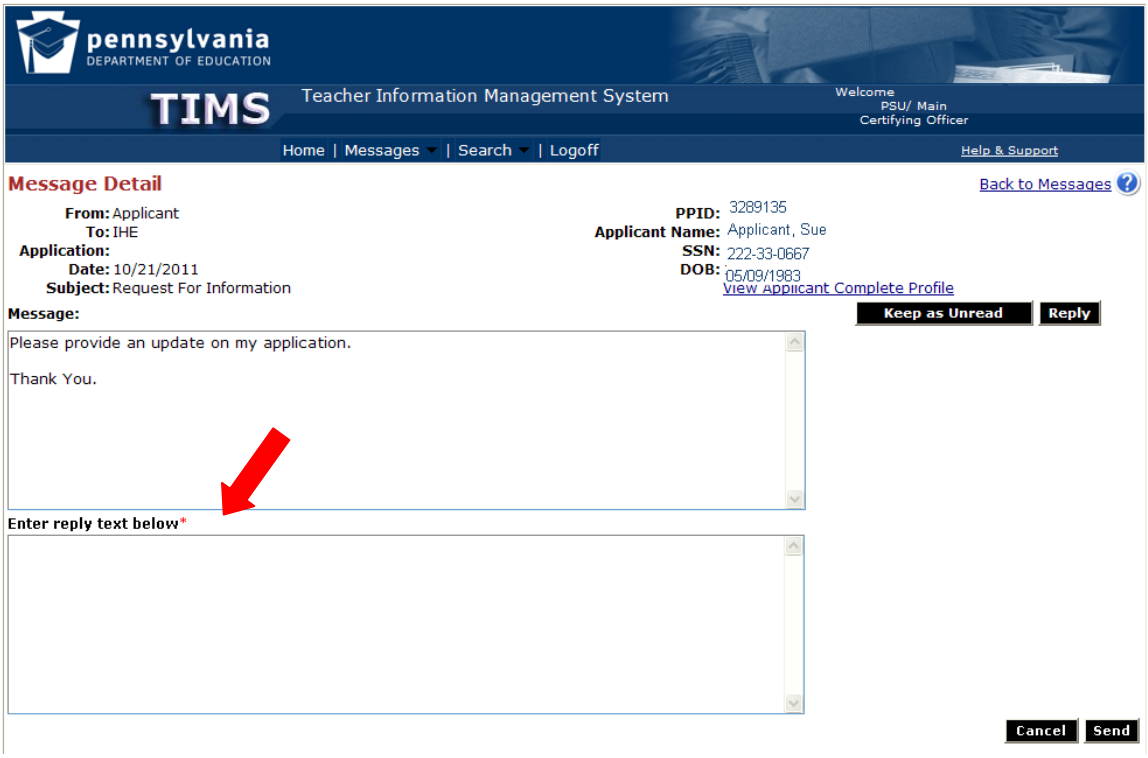
You may read any message by clicking on the underscored text in the “Message” column.



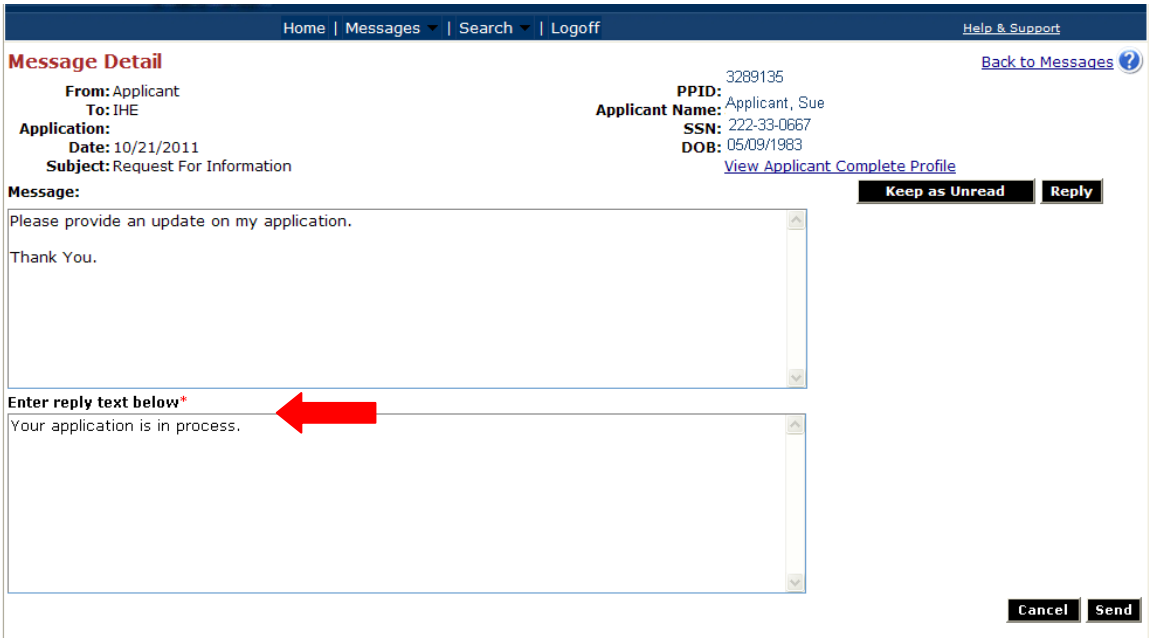
From a message, you may do nothing, “Save as Unread” or “Reply”.



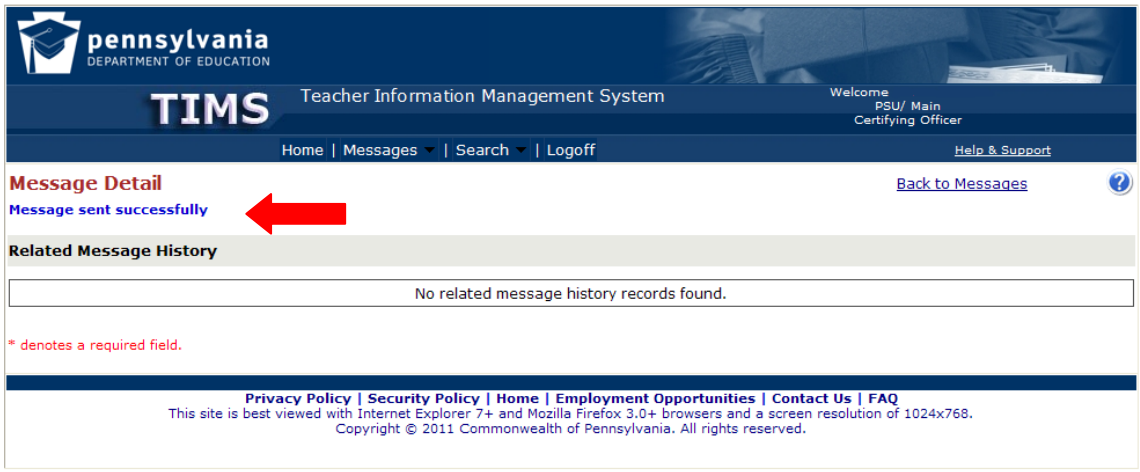
To Reply to a Message, click “Reply”. A new screen will open giving you the option to “Enter Reply Text Below”.



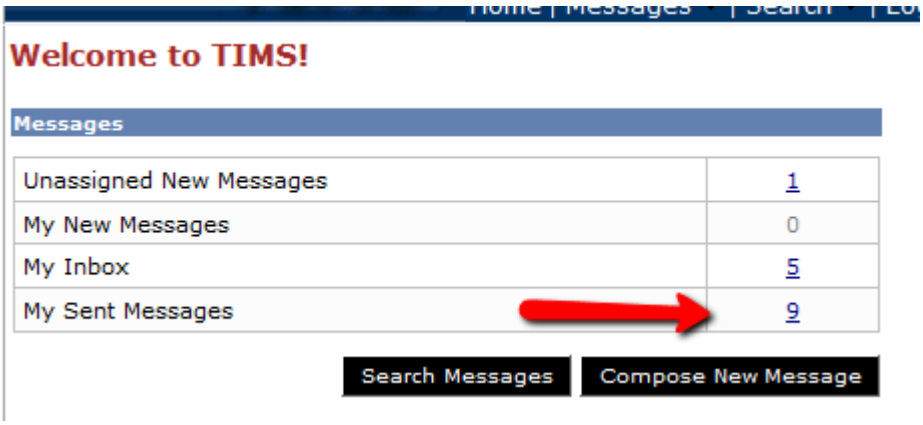
When you are satisfied with your message and are ready to send, click “Send”. Alternatively, you may cancel the message should you decide not to send it.



You will see a message at the top of the screen indicating that your message was sent successfully.



To view your Sent Messages, click on the underscored number next to “Sent Messages”.



2.4 Searching Messages

To Search through your messages, click “Search Messages”.